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**330.20****Data System Supplies**

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<b>Introduction</b>	Many supplies are needed to implement WIC clinic services. This policy provides instruction for how local agencies access data system supplies to assure clinic functionality.
<b>WIC storage folders</b>	Folders are available to store participant materials in. They are stored at the Iowa Substance Abuse Information Center (ISAIC) and can be ordered through the Clearinghouse Online Ordering System. This website is found at <a href="http://healthclearhouse.drugfreeinfo.org/">http://healthclearhouse.drugfreeinfo.org/</a> .
<b>FI stock</b>	Follow the steps in Policy 225.20, page 2 on how to order and receive FI stock.
<b>Plastic sleeves</b>	Plastic sleeves are stored at ISAIC and can be ordered through the Clearinghouse Online Ordering System.
<b>Printer cartridges</b>	Local WIC agencies are responsible for purchasing replacement cartridges for the forms printers/scanners.

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